



U.S. Department of Justice
Federal Bureau of Prisons

Number: SAF5267.07
Date: 01-30-2004
Subject: Visiting
Regulations

Federal Correctional Institution
Safford, Arizona 85548

INSTITUTION SUPPLEMENT

1. PURPOSE AND SCOPE: To implement local procedures regarding visiting regulations at FCI Safford. This institution supplement must be read in conjunction with the national program statement.
2. DIRECTIVES AFFECTED:
 - A. Directives Referenced

P. S. 5267.07, Visiting Regulations. (4/14/03)
 - B. Directives Rescinded

SAF 5267.06DC, Visiting Regulations. (01/06/01)
3. CORRECTIONAL STANDARDS REFERENCED:

ACA: 3-4220, 3-4221, 3-4223, 3-4243
4. VISITING FACILITIES: An indoor visiting room is provided. Except for the use of restroom facilities, inmates and visitors will remain within the designated area for the visit. Inmates will be called to greet their visitors after each visitor has registered and entered the area. Upon conclusion of the visit (visitors have departed), inmates will remain in the visiting room until they are identified by picture cards and have had a visual body search.
5. ACCEPTABLE IDENTIFICATION: All visitors, with the exception of children under sixteen years, must present a photo identification prior to being admitted for a visit. Acceptable identifications is a valid drivers license, a passport or other government-issued photo identification.
6. PRECAUTIONARY PROCEDURES: As precautionary procedures to prevent potential escapes by inmates during visiting, FCI Safford will utilize five (5) procedures to assist with identification of visitors or inmates.

- A. Sign In/Out Log: One log will be maintained. The log will be located in the front entrance. All visitors, 16 years of age or older, must sign the log prior to admittance and departure. The log must include the visitor's printed name, the visitor's signature, time of arrival, time of departure, the inmate's name that is being visited, and register number.
 - B. Hand Stamps/Black Light procedures: A hand stamp will be selected and rotated on a daily basis. Additionally, the hand that is stamped will be periodically changed. All visitors will be required to show the proper hand stamp on the proper hand prior to departure.
 - C. Identification for all visitors will be maintained by the Visiting Room Officer. Identification will be returned to the visitors after the visit has been completed and the visitor has signed out in the Log Book in the lobby.
 - D. All inmates will be accounted for and identified via commissary card or picture card prior to any visitor departing.
 - E. The staff member identifying the visitor into the institution should be the same staff member identifying the visitor out of the institution.
7. VISITING HOURS: Regular visiting will be between the hours of 8:00 a.m. and 3:00 p.m., Saturday, Sunday, and all designated FEDERAL holidays.

To ensure a prospective visitor the opportunity to visit, they must arrive in the lobby no later than 2:30 p.m. Visitors will not be processed from 10:15 a.m. until the control center officer has received a good verbal count, for the 10:45 a.m. count. Inmates will not be called to the visiting room until the count has cleared.

8. AUTHORIZED VISITORS: All prospective visitors, including confirmed inmate immediate family members, are subject to a background check and approval. All visits must have prior approval for immediate family, relatives, and friends. Immediate family is defined as a mother, father, step-parents, foster parents, brothers, sisters, wife, common law wife, and children. Children under the age of sixteen (16)

must be accompanied by an adult on the approved visiting list. All visitors must be on the inmate's approved visiting list. When an inmate transfers from one institution to another, staff need not re-approve the visitors already contained on the inmate's visiting list.

The following procedures shall be in effect regarding visiting lists: Inmates are encouraged not to schedule social visits within the first four days of incarceration at Safford. This procedure will allow time for staff to review and to complete all visiting lists. During initial orientation, each inmate will complete a visiting list which will be forwarded to the appropriate Correctional Counselor for verification and NCIC check. The Warden may limit visits to the immediate family during the Admission and Orientation period where there is neither a visiting list from a transferring institution, nor other verification of visitors.

The Correctional Counselor is responsible for preparing the official visiting list. An approved list of visitors will be placed in the Central File (Section 3), and maintained on the computer program. The Correctional Counselors are responsible for removing the inmate's name from the computer following the inmate's departure from the institution. An inmate can request any changes to his visiting list every 30 days.

In order for an inmate to receive a visit or to have a name added to the visiting list, the inmate must send a visiting form letter to his prospective visitor for response. This request will provide pertinent information for the Correctional Counselor in regards to legal name, address, occupation, relationship to individual, etc.

After the prospective visitor returns the information forms, the Correctional Counselor will investigate and verify the name or names submitted by the inmates for their approved visiting list. All questions on the Visitor Notification form will be completely filled out by the visitor.

Inmates may modify their visiting list by submitting an Inmate Request to his Correctional Counselor. A written response from the Unit Team on the Inmate Request Form will be provided on all cases. Inmates will receive an answer within four (4) working days.

9. NUMBER OF VISITORS FOR EACH VISIT: Each inmate will be ordinarily limited to four (4) visitors who occupy a seat in the visiting area at any one time. This includes children. An inmate request to staff (cop out) to the Captain is to be submitted for approval of additional visitors. Failure to supervise children may result in termination of the visit.
10. SPECIAL VISITS: Except in cases of emergency or demonstrated need, visits will be restricted to visiting hours. Other special visits may be approved by the Associate Warden/Programs where it is evident the visit cannot occur during visiting hours. Special visits must be approved at least 24 hours in advance. These visits will ordinarily be supervised by Unit staff.
11. ATTORNEY VISITS: Inmates desiring visits with their attorneys will make prior arrangements with the Unit Team. Attorney visits will be encouraged to take place during normal inmate visiting hours. However, every effort will be made to accommodate attorney visits. Attorneys will be screened upon arrival at the institution and will be required to submit proper identification along with a current State Bar Card. Attorney visits on non visiting days, will be supervised by Unit staff.
12. SUPERVISION OF VISITORS: The Visiting Room Officer will supervise all regular visits.
 - A. The Institution Duty Officer (IDO) or Operations Lieutenant will have the authority to terminate visits due to inappropriate conduct. A memorandum documenting misconduct will be forwarded to the Warden, both AW's, Unit Team, and to the restrictive visiting list file by the Lieutenant, through the Captain. Also, misconduct may result in disqualification of the visitor and/or disciplinary action against the inmate.
 - B. The introduction or attempted introduction of contraband will be subject to Federal Law and Federal Prison System guidelines. To ensure that contraband items are not brought into the institution, all inmates will be pat searched upon entry to the visiting room and a visual body search upon leaving the visiting room.

Inmates are not permitted to take any items into the

visiting room except legal papers (approved in advance by the Unit Team) and items identified in paragraph 19-B.

Contraband will be confiscated and the Operations Lieutenant will be notified immediately by the Visiting Room Officer who confiscates the contraband. Any visitor who introduces or attempts to introduce contraband will have their visiting privileges terminated and will be subject to prosecution. The Operations Lieutenant will immediately notify the IDO and submit a memorandum to the Warden, with copies to both AW's, Unit Team, Captain regarding the termination of the visit.

- C. It is the responsibility of the Visiting Room Officer to monitor behavior, maintain order, and supervise visits. Inappropriate behavior, misconduct, or failure to comply with regulations will be brought to the attention of the inmate, visitor(s), and documented on the visiting card. A memorandum will be submitted to the Unit Team and the AW (P).

13. VISITS FOR PERSONS NOT IN GENERAL POPULATION:

Hospital Patients: There will be no visits unless recommended by the Unit Manager through the Health Services Administrator and Captain and approved by the AW (P). If a visit is approved, only one visitor will be allowed in the room and the visiting guidelines of the local hospital must be followed. These same procedure will apply to inmates hospitalized in Tucson hospitals. The Captain will notify Tucson staff of the approval of any approved visit.

- 14. TERMINATION OF VISITS: Normally, there will be no restrictions on the length of visits during visiting hours. If termination of a visit occurs, the first visitors processed in for visiting will be the first terminated (after they have visited for four hours). Additional consideration will be given to visitors who rarely have the opportunity to visit or to those visitors who have traveled a significant distance for a visit. Should a visit be terminated, a written report will be submitted by the Institution Duty Officer to the Warden documenting the reason and describing the circumstances which led to the decision. Should a visit be terminated due to misconduct, an incident report will be written against the inmate involved.
- 15. Penalty for Violation of Visiting Regulations: Any act or effort to violate the visiting guidelines of FCI Safford,

will result in disciplinary action against the inmate.

- A. A listing containing rules and regulations as they pertain to visitation is posted in the Front Lobby area for review by inmate visitors. Upon request, staff will provide visitors with copies of the rules for their retention and review.

16. CONDUCT IN THE VISITING ROOM:

- A. Kissing and embracing are permitted upon arrival and departure. Other than hand holding, no other contact is permitted during the visit.
- B. Visitor Dress: Visiting dress rules apply equally to male and female visitors.

* 1. Anyone wearing clothing considered to be too revealing will not be allowed to visit. This may include sun dresses, leotards, miniskirts, backless tops, any sleeveless garment, crop tops, low cut necklines, sheer fabric, see through lace, and clothing of spandex material.

* 2. Any clothing more than three (3) inches above the knee will be considered too short and will not be permitted to enter the institution. This includes shorts, dresses, sun dresses, miniskirts, culottes, and any dress or skirt with a high cut split, in back, front of side, etc..

3. These procedures do not apply to children 12 years of age and below. Children should however, wear appropriate attire for an institutional setting.

4. Any type of gang insignia, i.e., gang art work of any type on a visitor's clothing, design in their hair, displaying affiliation with gangs, will be brought to the attention of the Operation's Lieutenant.

* 5. Any clothing similar to inmate clothing such as khaki type will not be permitted. Hats or caps will not be permitted inside the Visiting Room.

If it is determined that the visitor is dressed inappropriately, the visitor will not be allowed

entrance, but will be given the option to visit the inmate only after appropriate dress has been obtained.

- * Clothing that is questionable for a correctional setting will be referred to the Institutional Duty Officer who will make the decision to deny the visit and notify the Administrative Duty Officer.
- C. Meals: Vending machines are in the visiting room. Visitors may not bring food items into the institution with the exception of sealed, unopened juices and/or milk for infants.
- D. Beverages: Visitors may not bring beverage items into the institution. No alcoholic beverages are permitted within the institution or on institution grounds, i.e., parking lot.
- E. Visitors may not bring photos, or any written materials (newspapers, books, magazines, news paper clippings, or other periodicals) into the institution. This restriction also applies to games, playing cards, etc.
- F. Cameras, radios, or cassette players/recorders are not authorized within the institution nor visiting area. Recording equipment for legal visits must be authorized by the Unit Manager. Picture taking by visitors, videos, etc. are not allowed on a Federal Reservation. No pictures, etc., will be taken of the institution or grounds.
- G. Personal toys and games for children's amusement are not permitted. The only toys permitted are those provided by the institution.
- H. Large purses, flight or travel bags, briefcases, parcels, etc., will not be allowed. Small purses may be taken into the visiting area; however, they will be inspected by the Visiting Room Officer prior to admittance. Any items which can not be completely searched should be processed via the Scan Ray Machine located in the Front Lobby. Any questionable items for the visiting area will be referred to the Operations Lieutenant. Diaper bags are permitted into the institution after they have been searched; however, the diaper bag and all its contents must be left with the Visiting Room Officer.

- I. All visitors must successfully pass the metal detector; (i.e., walk through or hand held) anyone who fails to pass will not be allowed to visit. Only those visitors who adequately prove that they have a medically implanted device, such as an orthopedic screw, pacemaker, etc., will be searched using the hand held metal detector.
- J. Prescription drugs, medication, and commercial medication, must be declared upon arrival, and will be held at the Visiting Room Officer's desk until conclusion of the visit. Only nitroglycerin and prescribed inhaler will be permitted.
- K. Television in the visiting room is for viewing by children. No sports programs will be viewed.
- L. Absolutely no tobacco products will be allowed in the visiting room.
- M. No currency, checks, or money orders, will be accepted from a visitor for deposit to an inmate's account.
- N. An out of bounds area for inmates has been marked in the visiting room area with a sign posted on the wall. This sign is posted near the visitor restrooms.

***17. ION TESTING PROCEDURES (POSITIVE READINGS)**

Upon a positive scan test staff will adhere to the following procedures.

- * A. When the machine detects an illegal substance, three things will happen automatically.
 - 1. The substance detected will be highlighted on the display screen.
 - 2. A "**Detection Warning Tone**" will sound.
 - 3. The machine will print a copy of the test.
- * B. When a visitor (including children) is scanned with a Positive result, the Operations Lieutenant will be contacted immediately. At no time will a visitor be allowed the opportunity to submit to a pat or visual search as a means to enter the institution after registering a positive test.
- * C. The Front Lobby Officer will conduct a second test

or any visitor who registers a positive test result.

- * D. Upon registering a second positive test result for the **SAME ILLEGAL SUBSTANCE** as the first test result, the visitor will be informed that they may not enter the institution. The Ion Operator will complete the Detection Notice (Attachment A) and issue this notice to the visitor. If the visitor refuses to accept the notice, staff will denote the refusal on the notice.
- * E. The Ion Operator will complete the Positive Test Result Form (Attachment "B"). Staff will then attach the visitor sign-in form (Title-18 Notification to Visitor), and the printed test results to this form. This documentation will then be forwarded to the SIS Office. Positive Test Results and aforementioned documentation will be maintained separately from other visiting documentation. Staff will also enter this information in the Ion Testing Results Log.
- * Front Lobby and Visiting Staff will not engage in any discussions regarding a positive test result. The Visitor will be asked to await the arrival of either the Operations Lieutenant or Institution Duty Officer (IDO). If the visitor decides to depart the institution staff may not detain that visitor.
- * If any member of a group (including children) registers a positive test result, staff may require testing of any or all members of that group. If other members of the group test negative, those individuals may be allowed to visit.
- * **"NOTE":** Exceptions to this procedure will be in cases where a child is the only one to test positive and there is only one adult accompanying the child. In any instance when a child test results in a positive result the adult who is responsible for that child will be issued a suspension notice.
- * In any such instances, no visitor (s) will be allowed to remain on institution grounds after testing positive, However, they may return to the institution at the end of the visiting period to pick up other members of there group who were allowed entry.

* B. **POSITIVE TEST RESULT CONSEQUENCES**

When an inmate visitor tests positive for any of the 30 identifiable substances, the following action will be taken by staff.

- * **FIRST OCCURRENCE:** Visiting privileges for that visitor will be suspended for 48 hours. (e.g., If a visitor tests positive on Saturday, that visitor may not return for a visit until the following weekend).

First occurrence results will automatically place that visitor on a 30-Day test list, resulting in that visitor being tested every time he/she visits during that thirty day period.

- * **SECOND OCCURRENCE:** If within one month of the first occurrence that visitor tests positive a second time, he /she will have their visiting privileges suspended for a period of 30 days. That visitor will not be allowed entry during that time frame. If this visitor receives a positive test result after the 30 day period, that test will be treated as the first occurrence.

- * **THIRD OCCURRENCE:** If an inmate visitor tests positive at any time after a 30-day suspension has been imposed, that visitor will be denied visiting privileges for a 90-day period.

- * **FOURTH OCCURRENCE:** If any inmate visitor tests positive at any time after a 90 day suspension has been imposed, he /she will be denied visiting privileges for a 180-day period.

- * **"SPECIAL NOTE":** Further occurrences by the same visitor will be referred to a higher authority for clarification.

- * Ordinarily no disciplinary action will be taken against an inmate when a person visiting tests positive.

- * **RECORDS:** Front Lobby and Operator staff will keep an accurate log containing the following information. Date, Visitors Name, Test Results, and other information related to the positive testing results. These records will be retained by the SIS Office to monitor time frame violations of individuals who have tested positive and

attempt to re-enter the institution prior to their re-entry date. **The SIS Lieutenant will then inform Unit Team of the suspension so this information of the suspension will be updated in the visiting program.**

18. **INMATE DRESS REGULATIONS:** All inmates will be required to wear a clean and neat pair of khaki pants and a khaki shirt tucked in while in the visiting room or during any special visits. Inmates must wear institution issued shoes only. Inmates will not be allowed to wear "hush puppy" type shoes into the visiting room unless the inmate has been issued such, due to soft shoe requirements.

During winter months, jackets worn by inmates from the compound to the visiting room will be secured by staff prior to entering the visiting room area and will be returned to the inmate upon completion of his visit. Only inmates with a diagnosed eye problem will be allowed to have prescription sunglasses in the visiting room.

19. **CONTROLLED VISITING - DENYING VISITS:**

A. **Visiting Restrictions:** Visiting may be restricted to control situations or to more closely supervise visits when there is any suspicion that the visitor is introducing or attempting to introduce contraband, or when there has been a prior incident of such introduction, or attempted introduction or when there is any concern based upon sound correctional judgement, about the inmate or visitors presenting a risk to the orderly running of the visiting room. These restrictions must be approved by the Captain or the Institution Duty Officer after consultation with the Operations Lieutenant.

B. Visiting privileges may be denied when controlled or closely supervised visiting is not possible. This denial must be approved by the Warden.

C. Staff shall deny admission to a visitor who refuses to be screened by a metal detector or refuses to undergo a search of person and/or effects.

20. **REPORTING FOR VISITS:** Inmates will report to the Visiting Room Officer after they have been called to report to the visiting area. They may greet visitors in the visiting room after identification, check-in,

and clearance from the Visiting Room Officer.

- A. Every inmate reporting to the visiting room for a visit will present their commissary ID card. This identification card will be used by the Visiting Room Officer as one method for proper identification of the inmate for the visit.

The commissary ID will be maintained throughout the visit by the Visiting Room Officer for accountability purposes, and will be returned to the respective inmate when the visit has been completed. If an inmate reports for a visit and is unable to produce his commissary ID card as the result of loss or other explainable reasons, the Quarters Cards will be used for positive identification.

- B. Authorized Items Allowed into the Visiting Room: The only authorized items that inmates reporting to the visiting room are allowed to bring with them are as follows:

- 1 - Religious Cross
- 1 - Eyeglasses
- 1 - Religious headwear (authorized)
- 1 - Plain wedding band
- 1 - Inmate identification card

These items will be checked into and out of the Visiting Room with strict accountability being maintained. No other items will be allowed for entry into the visiting room.

21. VEHICLES AND PETS: All vehicles will be parked in the institution parking lot. Vehicles will be locked and windows closed. Restricted parking areas will not be used for visitor parking. All visitors will register their vehicles, including make, model, and license number, with the Visiting Room Officer. This will be indicated on the front of the visiting form. No pets will be permitted in the parking lot, visiting area, or in the vehicles.
22. TRANSPORTATION: Due to the remote location of the Federal Correctional Institution, Safford, there is no public or commercial transportation available from the City of Safford to the institution. Transportation instructions and directions will be made available to inmates during the Admission and Orientation process, so they may relay that information to their prospective visitors.

ATTACHMENT B
SAF 5267.07
00-00-2003

23. EFFECTIVE DATE: This supplement is effective upon issuance.
24. OPI: Correctional Services

/s/
Ginny Van Buren
Warden

ATTACHMENT B
SAF 5267.07
00-00-2003

INMATE VISITING LIST

NAME: _____ NUMBER: _____ DATE: _____

1. Name : _____ Relationship: _____
Address: _____
2. Name : _____ Relationship: _____
Address: _____
3. Name : _____ Relationship: _____
Address: _____
4. Name : _____ Relationship: _____
Address: _____
5. Name : _____ Relationship: _____
Address: _____
6. Name : _____ Relationship: _____
Address: _____
7. Name : _____ Relationship: _____
Address: _____
8. Name : _____ Relationship: _____
Address: _____
9. Name : _____ Relationship: _____
Address: _____
10. Name : _____ Relationship: _____
Address: _____
11. Name : _____ Relationship: _____
Address: _____
12. Name : _____ Relationship: _____
Address: _____

PLEASE FILL OUT ALL NAMES AND ADDRESSES COMPLETELY. ALL NAMES WILL BE PUT ON YOUR VISITING LIST ONCE A WEEK.-ALL "SPECIAL VISITS" MUST BE APPROVED BY TEAM STAFF.

VISITING ROOM REGULATIONS

ATTACHMENT B
SAF 5267.07
00-00-2003

- * **Penalty for Violation of Visiting Regulations:** Any act or effort to violate the visiting guidelines of FCI Safford, will result in disciplinary action against the inmate.

CONDUCT IN THE VISITING ROOM:

- * Kissing and embracing are permitted upon arrival and departure. Other than hand holding, no other contact is permitted during the visit.
- * **Visitor Dress:** Visiting dress rules apply equally to male and female visitors.
 - * Anyone wearing clothing considered to be too revealing will not be allowed to visit. This may include loose or oversized sleeveless tops, low necklines, sheer fabric, see through lace, clothing of spandex material.
 - * Any clothing more than three (3) inches above the knee will be considered too short and will not be permitted to enter the institution. This includes shorts, dresses, skirts, culottes, etc..
 - * These procedures do not apply to children 12 years of age and below. Children should however, wear appropriate attire for an institutional setting.
 - * Any type of gang insignia, i.e., gang art work of any type on a visitor's clothing, design in their hair, displaying affiliation with gangs, will be brought to the attention of the Operation's Lieutenant.
 - * Dress shirts or blouses which are sleeveless, pantsuits with sleeveless jackets or tops are permissible.
 - * If it is determined that the visitor is dressed inappropriately, the visitor will not be allowed entrance, but will be given the option to visit the inmate only after appropriate dress has been obtained.
 - * Questions pertaining to a visitor's attire are to be referred to the Institution Duty Officer who will make the decision to deny the visit and notify the Administrative Duty Officer.
- * **Meals:** Vending machines are in the visiting room. Visitors may not bring food items into the institution with the exception of sealed, unopened juices and/or milk for infants.
- * **Beverages:** Visitors may not bring beverage items into the institution. No alcoholic beverages are permitted within the institution or on institution grounds, i.e., parking lot.
- * Visitors may not bring photos, or any written materials (newspapers, books, magazines, news paper clippings, or other periodicals) into the institution. This restriction also applies to games, playing cards, etc.
- * Cameras, radios, or cassette players/recorders are not authorized within the institution nor visiting area. Recording equipment for legal visits must be authorized by the Unit Manager. Picture taking by visitors, videos, etc. are not allowed on a Federal Reservation. No pictures, etc., will be taken of the institution or grounds.
- * Personal toys and games for children's amusement are not permitted. The only toys permitted are those

ATTACHMENT B
SAF 5267.07
00-00-2003

provided by the institution.

- * Large purses, flight or travel bags, briefcases, parcels, etc., will not be allowed. Small purses may be taken into the visiting area; however, they will be inspected by the Visiting Room Officer prior to admittance. Any items which can not be completely searched should be processed via the Scan Ray Machine located in the Front Lobby. Any questionable items for the visiting area will be referred to the Operations Lieutenant. Diaper bags are permitted into the institution after they have been searched; however, the diaper bag and all its contents must be left with the Visiting Room Officer.**
- * All visitors must successfully pass the metal detector; anyone who fails to pass will not be allowed to visit. Only those visitors who adequately prove that they have a medically implanted device, such as an orthopedic screw, pacemaker, etc., will be searched using the hand held metal detector.**
- * Prescription drugs, medication, and commercial medication, must be declared upon arrival, and will be held at the Visiting Room Officer's desk until conclusion of the visit.**
- * Television in the visiting room is for viewing by children. No sports programs will be viewed.**
- * Absolutely no tobacco products will be allowed in the visiting room.**
- * No currency, checks, or money orders, will be accepted from a visitor for deposit to an inmate's account.**